



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
AAO-MPP-03-04	11-27-02	Applications will be accepted
AAO-ESEP-03-04		until sufficient applications
		have been received.

POSITION TITLE SERIES & GRADE	LOCATION & DUTY STATION
Custodial Worker	Albuquerque IHS Dental Clinic
WG-3566-3, \$9.17 Per Hour	Albuquerque, NM

CONDITIONS OF EMPLOYMENT: Permanent, Full-time. Incumbent of this position is subject to call back and/or standby work.

Area of Consideration: Albuquerque Area Wide

Competition for this position is restricted by law to persons entitled to Veterans Preference. In the event that there are no qualified Veterans available, consideration will be given to all other qualified applicants.

Relocation expenses will not be paid. Employees who wish to relocate to Albuquerque, New Mexico for their own benefit may apply. If there are no Indian preference eligible candidates within the commute area, and an Indian preference candidate is selected from outside the commute area, relocation costs will be paid.

Selective Service Certification: If you are a male, born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions) be registered with the Selective Service System.

In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selectee will be required to submit proof of immunity to the following diseases: Rubella and Measles.

Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for Federal Employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian Preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **MUST** indicate whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability). Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous service may apply.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Shirley Toribio, (505) 248-4510. The decision on grant reasonable accommodation will be on a case-by-case basis.

DUTIES AND RESPONSIBILITIES: Incumbent may rotate hours of duty, including different shifts, weekends, and holiday day duty. Incumbent will perform a variety of cleaning functions in a health care environment, which involves the use of heavy equipment, cleaning chemicals, and special procedures for infection control. Plans and coordinates daily work tasks to ensure all patient care areas are cleaned and ready for use. Cleans various areas swiping surfaces using proper cleaning techniques, universal precautions, and chemicals. Responds to emergency cleaning needs such as infectious/chemical spills, flooding, etc. Stocks areas with paper supplies, linen, soap, and required chemicals. Inspects, sorts, folds, counts, stores, and distributes clean linen following standard protocol. Vacuums, sweeps and mops floors and maintains floors such as tile, hardwood floors, carpet and linoleum. Incumbent will be required to use heavy equipment and wear personal protective equipment as required. Mixes and uses chemicals as per directions and follows material safety data sheet guidelines. Removes non-infectious and infectious waste by properly handling waste and disposing in proper containers. Assists supervisor in record keeping of supply inventory and usage. Participates in performance improvement activities. Maintains required reports or checklists. Reports to supervisor of needed repairs or supplies. Maintains, cleans, and properly stores equipment and other departmental property. Keeps areas secured and controls the use of issued keys, which supports facility security and safety. Follows policies for patient confidentiality and standards of conduct at all times. Performs other environmental services as assigned by supervisor.

QUALIFICATION REQUIREMENTS: Candidates for this position will be evaluated under the Job Element X-118C, Qualification Standard Handbook. Applicants will be rated on the knowledge, skills, abilities to perform the duties of the position. Each of the elements must be addressed on the attached supplemental questionnaire in order for the applicant to be rated for the position.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed at least 52 weeks of service no more than 1 grade lower than the position to be filled.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Job Elements described below:

1. Reliability and dependability as a housekeeping aid.
2. Ability to handle weights and loads.
3. Work Practices.
4. Ability to follow oral and written directions.
5. Dexterity and ability to use equipment safely.

HOW AND WHERE TO APPLY: Applications **MUST** be submitted by close of business of the closing date to the Albuquerque Area IHS. Our mailing address is Albuquerque Area IHS, Division of Human Resources, 5300 Homestead Rd. N.E., Albuquerque, NM 87110. If submitting in person, we are located at the Indian Health Service Building, 5300 Homestead Rd. N.E. For copies of vacancy announcements, contact Personnel Management at (505) 248-4510. We do not FAX vacancy announcements.

FOR CIVIL SERVICE APPLICANTS:

The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Interested applicants may submit one of the following:

1. OF-612, Optional application for Federal employment www.opm.gov/forms/pdf_fill/of0612.pdf;
2. SF-171, Application for Federal employment;
3. Resume; or
4. Any other written application format.

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with ZIP Code), Day and Evening telephone numbers (with Area Code).
3. Social Security Number.
4. Country of Citizenship.
5. If claiming veterans preference, a copy of DD-214; and SF-15 if claiming 10-pt veterans preference.
6. Copy of latest Personnel Action (SF-50B) if current or former Federal employee.
7. Highest Federal civilian grade held (give job series and dates held).
8. High School-Name, City, State (ZIP Code if known), and date of Diploma or GED.
9. Colleges and Universities-Name, City, State (ZIP Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter Hours earned). To obtain educational credit, applicants must submit a copy of all college transcripts.
10. Work Experience (paid and unpaid) - Job title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Telephone Number, Starting and Ending Dates (month and year), Hours per week and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments, Certificates.
13. Applicants claiming Indian preference MUST submit along with their application a copy of an official BIA Preference Certificate, Form BIA-4432, signed by the appropriate BIA official, or Form BIA-4432 issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA official. Note: Current Albuquerque Area IHS employees need not furnish verification as long as they indicate on the application that a Certificate of Indian Blood is on file in their OPF.
14. Copy of your current performance appraisal, if a current Federal employee.
15. Statement for Child Care & Indian Child Care Worker Positions.
16. OF-306, Declaration for Federal Employment www.opm.gov/forms/pdf_fill/of0612.pdf;

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All applications must be received by the closing date of this announcement. All material submitted for consideration under this announcement becomes the property of the personnel office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

INDIAN PREFERENCE: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

ADDITIONAL OR ALTERNATE SELECTIONS may be made within 90 days of the date the certificate was issued if the position becomes vacant; if filling an identical additional position in the same geographic

location; if the qualification requirements are the same and if an Indian preference eligible is on the certificate. If an Indian preference eligible is not on the certificate, the vacancy must be reannounced.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

PERSONNEL CLEARANCE:

Shirley Toribio
Staffing Assistant

11-26-02
Date

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) (INCLUDES INDIAN HEALTH SERVICE) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 - 1) Received a specific RIF separation notice; or

- 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
- 3) Retired with a disability and whose disability annuity has been or is being terminated; or
- 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
- 5) Retired under the discontinued service retirement option; or
- 6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
 3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
 6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

Well-Qualified Definition: Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

- If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.
- If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

SAMPLE FORMAT-(USE SEPARATE SHEET OF PAPER)

SUPPLEMENTAL QUESTIONNAIRE on Knowledge, Skills and Abilities

POSITION: Custodial Worker, WG-3566-3

VACANCY ANNOUNCEMENT NO.: AAO-MPP-ESEP-03-04

Ranking Factors-Knowledge, Skills, and Abilities (KSAs): The statements you describe below will be the principle basis for determining whether or not you are Best Qualified for this position.

1. **RELIABILITY AND DEPENDABILITY AS A HOUSEKEEPING AID.** (Definition: Personal characteristics of the applicant, which indicate potential for successful performance in the position of the Hospital Housekeeping Aid.)
2. **ABILITY TO HANDLE WEIGHTS AND LOADS.** (Definition: Ability to move and lift furniture and heavy objects preparatory to cleaning; to load and unload trash receptacles; to operate power machines for long periods, to use physical effort in cleaning, mopping and scrubbing for protracted periods; to work on scaffolds and ladders.)
3. **WORK PRACTICES.** (Definition: Knowledge of standard hospital housekeeping cleaning techniques, application of germicides and cleansers. Characteristics of surfaces to be cleaned, equipment needed, etc.)
4. **ABILITY TO FOLLOW ORAL AND WRITTEN DIRECTIONS.** (Definition: Ability to follow simple oral and written directions such as work schedules, task lists, machinery operating instructions, directions for applying cleaning compounds, etc.)
5. **DEXTERITY AND ABILITY TO USE EQUIPMENT SAFELY.** (Definition: Accomplishment of assigned work efficiently with safety to self and others. Includes use of floor buffers, wet and dry vacuums, floor scrubbers, wall washers, hand tools, such as; wet and dry mops, brushes, etc., and ability to clean equipment after use.)

The information you provide is considered to be part of your application and, as such, is certified correct by your signature.

Signature

Date

**Addendum to Declaration for Federal Employment
Indian Health Service
Child Care & Indian Child Care Worker Positions**

Name: _____ **Social Security Number:** _____
(Please print)

Job Title in Announcement: _____ **Announcement Number:** _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must insure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? *[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]* YES _____ NO _____

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? *[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]* YES _____ NO _____

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature

Date